

Town of Sahuarita
Planning & Building Department
 375 W. Sahuarita Center Way
 Sahuarita, Arizona 85629
 Phone: 520-822-8855 Fax: 520-822-8876
<http://www.sahuaritaaz.gov>



SPECIFIC PLAN AMENDMENT APPLICATION

Specific Plan Name:		Select Application Type: <input type="checkbox"/> Density Transfer <input type="checkbox"/> Administrative Change <input type="checkbox"/> Insubstantial Change <input type="checkbox"/> Substantial Change
Acreage:	# lots:	
Assessor's Parcel #:		
Property Owner:		
Property Owner's Address:		
City, Zip Code:		
Phone #:		
Email Address:		
Applicant/Agent:		
Address:		
City, Zip Code:		
Phone #:		
Email Address:		
I, the undersigned, certify that all of the facts set forth in this application are true and correct to the best of my knowledge and that I am either the owner of the property or that I have been authorized in writing by the owner to file this application. (If applicant is not the owner, attach written authorization from the owner.)		Zoning Fee:
Signature of Applicant/Authorized Representative		Date:

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SPECIFIC PLAN AMENDMENT PROCEDURE

Below are the steps you are required to take for review of your Specific Plan Amendment application. Note that steps taken by staff, such as routing of your application to other departments or publishing of public notice, are not shown here.

The Town Code requires the following steps of you, the applicant:

- a. The owner or agent of the property may submit to the planning department a written application to amend one or more of the specific plan regulations.
- b. The request shall be accompanied by documentation of unforeseen changes in the marketplace, government regulations or natural conditions that have occurred since plan adoption.
- c. The planning director shall determine if the amendment would result in a substantial change in plan regulations, which is a change in a:
 - 1) Density regulation, if the number of residences per acre increases by more than 10 percent or exceeds the maximum number of dwelling units (dwelling-unit cap) permitted within the plan; or
 - 2) Policy regulation, when the regulation is a policy or a variation of a policy contained in an applicable land use plan; or
 - 3) Design regulation, when change is to be made to quantified physical dimensions (such as buffers) which were established to adapt the plan to specific site characteristics or mitigate development impacts on the site and surrounding area; or
 - 4) Use regulation, when a use not otherwise permitted in the specific plan is sought.
- d. If the request is determined to be an insubstantial change, the proposed amendment shall require a noticed public hearing and action by the town council.
- e. If the request is determined to be a substantial change, the planning director shall refer the request to the commission for noticed public hearing and recommendation prior to public hearing by the town council.

Note that some Specific Plans contain provisions allowing for administrative amendments, which do not require public hearings, and Specific Plans may have their own definitions of what constitutes a substantial change. Please review the applicable Specific Plan implementation and administration standards, in addition to Town Code standards, to determine the applicable process.

Applicable timeframes are:

Application Type	Overall Timeframe
Specific Plan Administrative Change	2.25 months
Specific Plan Insubstantial Change	3.25 months
Specific Plan Substantial Change	6.25 months

These timeframes assume:

- A complete application at the time of submittal;
- A one-month review period for staff; and
- A maximum of two submittals prior to submitting final documents for approval signature or scheduling a public hearing.

Note that time used by the applicant to make corrections after comments are sent out is not counted in these timeframes. For applications that require a public hearing, the timeframe ends on the date of the first public hearing.

The Town of Sahuarita will provide you with clarification of its interpretation or application of statutes, ordinances, codes, or authorized substantive policy statements as requested.

If you have any questions or require assistance throughout the application process, you may contact Orlanthia Henderson at (520)822-8851 or ohenderson@sahuaritaaz.gov.